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TRANSMITTAL SLIP		DATE
TO: <i>DDA</i>		
ROOM NO.	BUILDING	
REMARKS:		
<i>EXA CO 22 OCT 1987</i>		
<i>DD</i>		
<i>DDA/Registry</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED

(47)

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TRANSMITTAL SLIP		DATE
TO: DDA		
ROOM NO. 7D24	BUILDING Hqs	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 36-8
REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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MEMORANDUM FOR: Director of Information Technology
Director of Medical Services
Director of Security

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Relocation of Components into the Headquarters
Compound

STAT 1. My purpose in writing this is to reaffirm that the Office of Logistics (OL) is responsible for managing the relocation of Agency components into the New Headquarters Building (NHB) and the Original Headquarters Building (OHB). Specifically, [redacted] the Deputy Chief of Facilities Management Division/OL, who is also the Chief of the Integrated Logistics Support Program (ILSP), is responsible for integrating the support activities of your individual offices and managing the top-level relocation process. Naturally, each of your offices is responsible for planning and executing your specific roles in this process in accordance with ILSP schedules under Jim's direction.

STAT 2. I have tasked Jim to report to me on a regular basis so that I can stay current on our collective progress in completing this crucial, complex effort. Please provide every possible support to the Office of Logistics and to Jim as we work together to open NHB, to refinish and reallocate OHB, and to improve the quality of workspace we provide to all of our Headquarters compound customers. Jim will be in contact with each of your ILSP Working Group members during the next week.

[redacted]
William F. Donnelly

OL 10259-87

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Relocation of Components into the Headquarters
Building

STAT OL/FMD (19 Oct 87)

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